

MEMORANDUM

To: School Superintendents and Principals
Alternative Education Contacts

From: Kimb Stewart, Alternative Education Specialist
Office of Student Services

Date: June 5, 2020

Re: Alternative Education Full-Time Equivalency Report

In order to distribute alternative education funds in a timely manner, the Indiana Department of Education (IDOE) will collect Alternative Education Grant Full-Time Equivalency (FTE) Student reports from Monday, June 1, through Friday, July 31. The timeline covered by this report is the academic year from July 1, 2019, through June 30, 2020. If your school corporation had an approved alternative education program during the 2019-2020 school year and wishes to request alternative education funds, an FTE Report must be submitted by Friday, July 31. Only school corporations that are fiscal agents for alternative education programs need to complete the report. The alternative education disbursement will occur by September 1.

The FTE Student Report is posted via DOE Online at: <https://alted.doe.in.gov/>. Directions for completing the report can be accessed at this [link](#). Once the report has been submitted and has received the superintendent's sign-off through the online portal, the FTE Student Report is complete. You do not need to print or send a copy to IDOE.

In order to receive reimbursement for the 2019-2020 academic year, your corporation must submit the 2019-2020 DOE-AL and the 2019-2020 FTE Report. A grant renewal for 2019-2020 must also have been submitted. The 2019-2020 grant renewal should have been submitted by September 13, 2019.

DOE-AL

In addition to completing the renewal application, currently approved alternative education programs need to submit participation data for the 2019-2020 school year through the STN Application Center. The data layout and reporting requirements are available by clicking on IDOE's Alternative Education Report memo link under the Find It Fast heading on IDOE's Alternative Education page at this [link](#). The required collection period opened Monday, May 13, and will remain open through Tuesday, June 30.



Dr. Jennifer McCormick
Superintendent of Public Instruction

DEPARTMENT OF EDUCATION

Working Together for Student Success

2020-2021 Alternative Education Grant Renewal

The Alternative Education grant renewal link will be available later this month and will remain open into the 2020-2021 academic year. Submitting the grant renewal later will enable school corporations to incorporate any adjustments to their programs made necessary by COVID-19.

If you have any questions about end of year reporting for Alternative Education, please contact Kimb Stewart at (317) 232-0957 or email kstewart@doe.in.gov.